



NEW CASTLE COUNTY ETHICS COMMISSION  
MINUTES OF MARCH 13, 2019  
PUBLIC MEETING

In attendance:

Commission Members:

Paula Jenkins-Massie, Sally Jensen, Robert Ralston and Kellie Tetrick

Absent:

Eric Monzo; Christopher Simon; Charles Toliver

Ethics Commission Staff:

Julie M. Sebring, Legal Counsel  
Alison Lewis, Confidential Assistant  
Ray Carr, Investigator

Vice-Chair Jenkins-Massie opened the Public Session at 4:33 p.m. in the Multi-Purpose conference room of the Gilliam Building, 77 Read's Way, New Castle. In addition to Vice-Chair Jenkins-Massie, Commissioners Jensen, Ralston, and Tetrick were physically present at the noted location for the entire meeting.

**Public Minutes:** The Commissioners reviewed the minutes of the public session of the February 13, 2019 Ethics Commission meeting. Commissioner Jensen made a motion to approve the February 2019 public session minutes with a minor revision, and Commissioner Tetrick seconded the motion.

VOTE: 3 - 0 - 1 Motion carried.

**Executive Minutes:** The Commissioners reviewed the minutes of the February 13, 2019 executive session. Commissioner Jensen made a motion to approve the February 2019 executive session minutes and Commissioner Ralston seconded the motion.

VOTE: 3 - 0 - 1 Motion carried.

**Finance Report:** Copies of the monthly expenditure report and financial spreadsheet were distributed to the Commissioners for review and discussion.

### **Committee Reports:**

**Administrative Committee:** Commissioner Tetrick, as co-chair of the Ethics Code Revisions Committee (ECRC), and Counsel, gave an update on the ECRC's kick-off meeting, held on March 8, 2019 in the New Castle County Government Center, Manager's conference room. Vice-Chair Jenkins-Massie suggested that a report on the status of the ECRC be given at each Commission meeting as a standing agenda item.

**Forms Committee:** This year, the Commission began the process of annual filing of SFI's earlier than in past years and, since the first round of annual filer letters were mailed on February 28, 2019, eighty-four people have filed their forms as of today's meeting. Reminder notices will be mailed at the end of March to those who have not yet filed their annual SFI.

**Training Committee:** Counsel advised the Commission that training for New Castle County employees and officers continues to proceed forward and that training for New Castle County Council and its staff is scheduled for March 19, 2019. Additional training dates for the next quarter are in the process of being scheduled.

### **Ethics Office updates:**

The next meeting is scheduled for Wednesday, April 10, 2019 in the conference room of the New Castle Public Library, 424 Delaware Street, New Castle. Also, the Widener law library requested a hard copy of the Commission's 2018 Annual Report, and the Commission agreed to provide them with a hard copy, as was indicated it would do upon request in its 2018 Annual Report distribution letters.

### **NEW BUSINESS**

Chair and Vice-Chair Nominations: Commissioner Tetrick made a motion to nominate Vice-Chair Jenkins-Massie to serve as Chair and Commissioner Jensen seconded the motion. Commissioner Tetrick made a motion to nominate Commissioner Ralston to serve as Vice-Chair and Commissioner Jensen seconded the motion. While the Commissioner nominated recused herself and himself, respectively, from the voting on the motion in which they were nominated, each motion, otherwise, carried unanimously.

### **OLD BUSINESS**

At 5:19 p.m., the Commission went into Executive session upon unanimous vote on the motion of Commissioner Tetrick, seconded by Commissioner Ralston. The motion passed unanimously.

At 5:56 p.m., Commissioner Jensen made a motion to return to public session. Commissioner Ralston seconded the motion. The motion carried unanimously.

**C18-06:** This complaint was dismissed by the Commission for lack of a quorum present to vote upon this matter. Commissioner Jensen recused herself from consideration of this matter and was not in the meeting room during the discussion.

At 6:23 p.m., the Commission returned to Executive session upon unanimous vote on the motion of Commissioner Tetrick, seconded by Commissioner Jensen. The motion passed unanimously.

At 6:38 p.m., Commissioner Jensen made a motion to return to public session and Commissioner Ralston seconded the motion. The motion carried unanimously. Having no further business to conduct, at 6:39 p.m., Commissioner Jensen made a motion to adjourn the meeting and Commissioner Ralston seconded the motion. The motion carried unanimously.

The draft minutes were prepared by Alison Lewis, Confidential Assistant, and reviewed by Julie M. Sebring, Esquire.